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17. ABSTRACT (MAX. 250 WORDS)

The library skills test is divided into two parts.

Part I requires a knowledge of 1) different types of books, such as primary books, reference books, nonfiction, fiction, and biography; 2) the Dewey Decimal System; 3) the three main types of cataloging cards by author, subject, and title; and 4) the use of reference books.

Part II of the test requires knowledge of alphabetizing and the use of the card catalog. The student should be able to read cards thoroughly, identify the terms, and identify the types of cards.

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OAKLAND PUBLIC SCHOOLS
Office of the Coordinator of Library Services

LIBRARY SKILLS TEST: PART I

TO THE STUDENT:

This is a test of your knowledge about the library. Some of the questions will be easy for you to answer, some will be difficult. Answer as many as you can, and do your best.

This test has questions about the different kinds of library skills.

1. PLEASE DO NOT MARK ON THIS TEST BOOKLET. Put all of your answers on the separate answer sheet.

2. BE SURE THE NUMBER OF THE QUESTION AND THE NUMBER OF THE ANSWER SPACE ARE THE SAME WHEN YOU ARE MARKING AN ANSWER.

3. MARK ONLY ONE ANSWER FOR EACH QUESTION. If you think two answers are right, mark the best answer.

4. BE SURE YOUR MARKS ON THE ANSWER SHEET ARE HEAVY AND DARK so that the scoring machine will be able to "read" them.

5. RAISE YOUR HAND IF YOU NEED HELP WITH ANY WORDS OR PHRASES. A teacher will help you.

6. IF A QUESTION IS TOO DIFFICULT FOR YOU TO ANSWER, GO ON TO THE NEXT QUESTION. Do not stop.

APPROVED:
Edward F. Cockrum
Asst. Superintendent
4-25-64

Form for grades 4, 5 and 6

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SAMPLE ITEMS

1. The best place to cross the street is:

   1. at any corner
   2. at a corner with a crosswalk
   3. at any place in the block
   4. in the middle of the block

2. What should you do if you break the point of your testing pencil?

   1. jump up and sharpen it
   2. use just any pencil out of your desk
   3. ask your neighbor for another pencil
   4. raise your hand and ask the teacher for another pencil

OAKLAND PUBLIC SCHOOLS

LIBRARY SKILLS TEST: PART I

3. What kind of book has P A on its spine?

1. primary book
2. reference
3. nonfiction
4. biography

4. What kind of book has 500 S on its spine?

1. biography
2. fiction
3. nonfiction
4. reference

5. What kind of book has R 030 C on its spine?

1. fiction
2. reference
3. biography
4. primary book

6. What kind of book has B L on its spine?

1. primary book
2. biography
3. reference
4. fiction

7. What kind of book has A on its spine?

1. fiction
2. primary fiction
3. nonfiction
4. reference

8. The system used for numbering books in the school library is called:

1. Library System of Classification
2. System of Classification
3. Library of Congress System of Classification
4. Dewey Decimal System of Classification

9. An individual biography is marked with the letters:

1. R
   B

2. B and the first letter of the author's last name

3. B and the first letter of the last name of the person the book is about

4. P
   B

10. A collective biography, such as, Know Your Presidents and Their Wives will be found in:

1. P
   B

2. 500

3. B

4. 920

11. Fiction books are arranged in alphabetical order on the shelves by:

1. size
2. title
3. subject
4. author

12. Nonfiction books are arranged on the shelves by:

1. size
2. title
3. subject
4. author

13. When you are looking at books on the shelves the call number is found:

1. on the spine of the book
2. on the pocket
3. on the title page
4. on the table of contents

14. The Dewey Decimal System is:

1. the subject classification of books
2. a form of arithmetic
3. a naval war hero
4. a way to subtract fractions

15. The card catalog is:

1. a list of magazines
2. a list of titles
3. a list of things to buy
4. an index to the library

16. On the catalog card the call number is found at:

1. the upper left hand corner
2. the bottom of the card
3. the middle of the card
4. the bottom right hand corner

17. Cards in the card catalog which have "see" and "see also" on them are called:

1. author cards
2. guide cards
3. cross reference cards
4. subject cards

18. There are three main types of catalog cards. Two of them are known as the author and subject cards, and the third is:

1. the book card
2. the title card
3. the date due card
4. the circulation card

19. To find out how many books your school library has about California, you would use:

1. a magazine about new books
2. the Dewey Decimal System of Classification
3. The card catalog
4. The encyclopedia

20. In looking up information about a person in the card catalog or encyclopedia, you would look him up alphabetically by:

1. first name
2. last name
3. middle name
4. initials

21. The author, the title, the illustrator and the publisher are found on the:

1. title page
2. dedication page
3. table of contents
4. index

22. A list of subjects arranged in alphabetical order at the back of the book is called:

1. a table of contents
2. a title page
3. a glossary
4. an index

23. To find the titles of chapters as they appear in a book you would use:

1. the index
2. the glossary
3. the appendix
4. the table of contents

24. To find the meaning of a word which is used in a book you would use:

1. the glossary
2. the appendix
3. the introduction
4. the index

25. To find additional information at the back of the book about a specific subject, you would use:

1. the glossary
2. the index
3. the introduction
4. the table of contents

26. The person who writes a book is called:

1. the publisher
2. the illustrator
3. the author
4. the librarian

27. The person who draws the pictures for a book is called:

1. the illustrator
2. the author
3. the publisher
4. the librarian

28. The best way to mark the place in a book you are reading is to:

1. use a bookmark or piece of paper
2. use a pencil
3. turn down the corner of the page
4. write the numbers on the cover

29. A book about the life of George Washington by G. Foster is called:

1. an autobiography
2. a fiction book
3. a biography
4. a science book

30. When you are browsing to find a book you should always use:

1. a shelf marker
2. a table
3. the floor
4. a pencil

31. Which reference book would give you all definitions for the word cloverleaf?

1. Webster's New International Dictionary (Unabridged)
2. Rand McNally World Portrait Atlas
3. Compton's Pictured Encyclopedia
4. Index to Poetry

32. Webster's New International Dictionary (Unabridged) is:

1. a list of only the most important words in the language
2. a dictionary of proper names
3. a dictionary of the main bridges of the world
4. a dictionary including almost all the words in the language

33. In which reference book would you look to find how many cities in the United States are named Oakland?

1. Junior Book of Authors
2. National Geographic Magazine
3. World Almanac
4. Collier's World Atlas

34. Where would you find a diagram showing the inside of a baseball?

1. World Almanac
2. The Global Atlas
3. Index to Fairy Tales
4. Britannica Junior Encyclopaedia

35. To locate a poem about Lincoln you would use:

1. Index to Poetry
2. A Child's Garden of Verses
3. Laughing Time
4. Junior Book of Authors

36. Which index would you use to find the story The Ugly Duckling by Andersen?

1. Index to Fairy Tales
2. Index to Poetry
3. World Almanac
4. Collier's World Atlas

37. Which reference book would give you biographical information about Armstrong Sperry who wrote Call It Courage?

1. Collier's World Atlas
2. Junior Book of Authors
3. World Almanac
4. Index to Poetry

38. Which reference book would tell you Babe Ruth's lifetime baseball record?

1. Junior Book of Authors
2. Good's World Atlas
3. World Almanac
4. Collier's World Atlas

OAKLAND PUBLIC SCHOOLS
Office of the Coordinator of Library Services

LIBRARY SKILLS TEST: PART II

TO THE STUDENT:

You have already taken Part I of this "Library Skills Test". It had 38 questions on it. Your last answer was marked in space number 38.

We are beginning Part II now. The first question on this part of the library test is numbered 61. Someone may ask, "What happened to all of the 40 and 50 numbers?"

The answer to this question is that the machine which scores these papers must have a few answers left blank, or empty, between parts of the test. There are no question between 38 and 61.

Look at your answer sheet until you find number 61. That is where you will start marking your answers for this part.

Before we open this test and begin working, let's review some hints on doing your best.

1. PLEASE DO NOT MARK ON THIS TEST BOOKLET. Put all of your answers on the separate answer sheet.

2. BE SURE THE NUMBER OF THE QUESTION AND THE NUMBER OF THE ANSWER SPACE ARE THE SAME WHEN YOU ARE MARKING AN ANSWER.

3. MARK ONLY ONE ANSWER FOR EACH QUESTION. If you think two answers are right, mark the best answer.

4. BE SURE YOUR MARKS ON THE ANSWER SHEET ARE HEAVY AND DARK so that the scoring machine will be able to "read" them.

5. RAISE YOUR HAND IF YOU NEED HELP WITH ANY WORDS OR PHRASES. A teacher will help you.

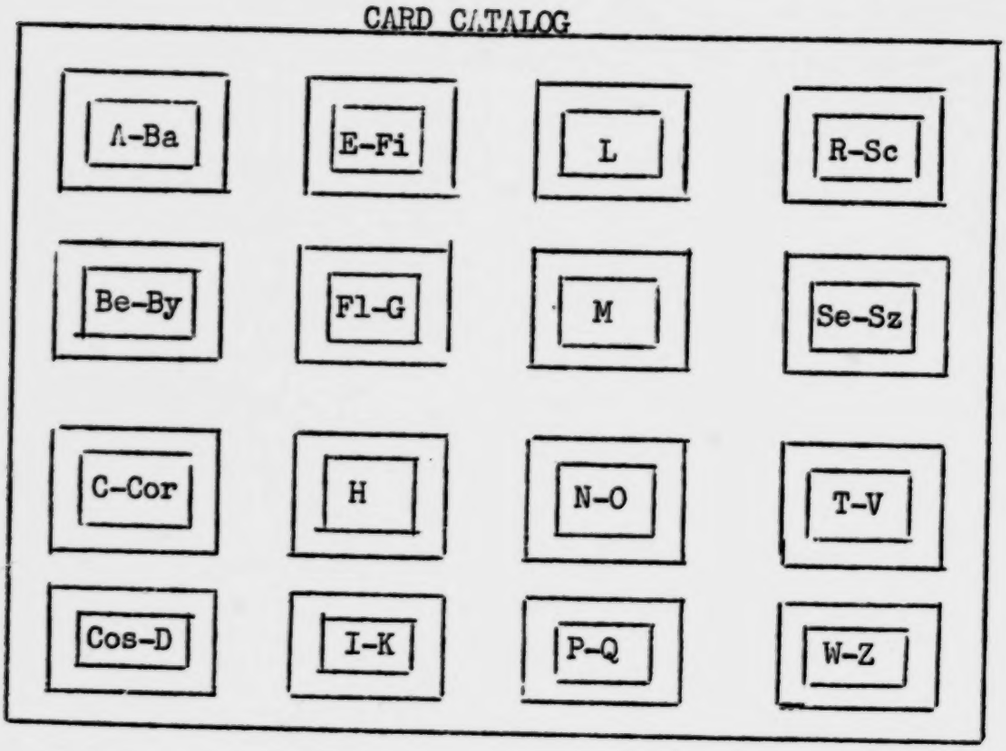
6. IF A QUESTION IS TOO DIFFICULT FOR YOU TO ANSWER, GO ON TO THE NEXT QUESTION. Do not stop.

APPROVED:
Edward F. Cockrum
Asst. Superintendent
4-25-64
Form for grades 4, 5 and 6

OAKLAND PUBLIC SCHOOLS

LIBRARY SKILLS TEST: PART II

CARD CATALOG



Directions: Above is a picture of a card catalog showing the drawers with the guide letters on them. Choose the guide letters of the drawer in which each of the following books would be found.

SAMPLE ITEM

61. Henry and Ribsy

1. Cos-D
2. H
3. R-Sc
4. A-Ba

62. A book about butterflies

1. Fl-G
2. Be-By
3. A-Ba
4. H

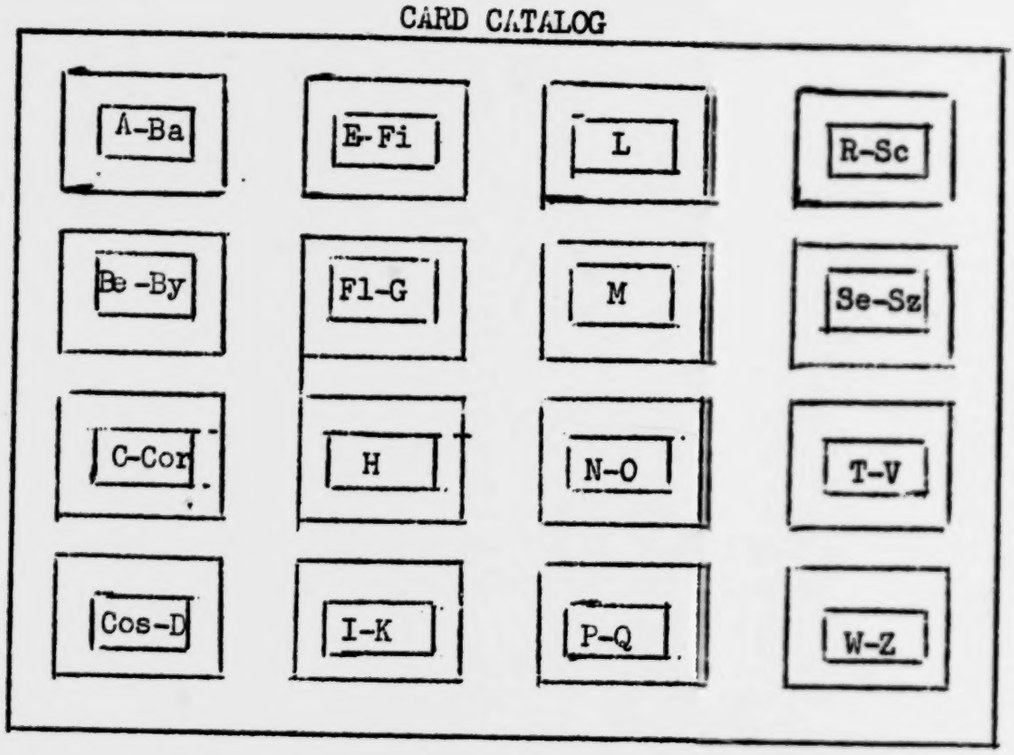
63. A book by Wesley Dennis

1. W-Z
2. Cos-D
3. R-Sc
4. Be-By

64. A book about the United Nations

1. N-O
2. Fl-G
3. T-V
4. H

CARD CATALOG



65. The Adventures of Tom Sawyer

1. A-Ba
2. R-Sc
3. T-V
4. M

66. An Outside Cat

1. A-Ba
2. Fl-G
3. C-Cor
4. N-O

67. Mr. Popper's Penquins

1. P-Q
2. H
3. Be-By
4. M

68. A book about the St. Lawrence River

1. L
2. R-Sc
3. C-Cor
4. Se-Sz

69. The real name of Mark Twain

1. M
2. Cos-D
3. T-V
4. A-Ba

70. A book about Benjamin Franklin

1. Fl-G
2. A-Ba
3. Be-By
4. E-Fi

SPACE FLIGHT

629.1 Ley, Willy.
L Space stations. Illustrations by
John Polgreen. Simon, c1958.

71. The author of this book is:

1. Simon
2. Willy Ley
3. SPACE FLIGHT
4. John Polgreen

72. The title of this book is:

1. Space Stations
2. Simon
3. SPACE FLIGHT
4. Willy Ley

73. This book is:

1. fiction
2. reference
3. biography
4. nonfiction

74. This card is:

1. an author card
2. a title card
3. a subject card
4. a cross reference card

75. The publisher of this book is:

1. Willy Ley
2. John Polgreen
3. Space Stations
4. Simon

76. The illustrator of this book is:

1. Simon
2. SPACE FLIGHT
3. John Polgreen
4. Willy Ley

SPACE FLIGHT

629.1 Ley, Willy.
L Space stations. Illustrations by John Polgreen. Simon, c1958.

77. The call number of this book is:

1. 629.1
   L
2. c1958
3. L
4. 629.1

78. The copyright date of this book is:

1. 1958
2. 629.1
   L
3. 1859
4. 629.1

79. The subject of this book is:

1. Willy Ley
2. Simon
3. SPACE FLIGHT
4. John Polgreen

80. The call number of this book stands for:

1. the title of the book
2. the subject and the author's last name
3. the date the book was written
4. the publisher

Directions: Identify each of the catalog cards at the left.

Card I

Dinosaurs

see

Animals, Extinct

81. This card is:

1. a subject card
2. an author card
3. a title card
4. a cross reference card

Card 2

H Henry, Marguerite.
King of the wind. Illustrated by Wesley Dennis. Rand, McNally, c1948.

Newbery Medal, 1949.

82. Card 2 is:

1. a title card
2. a subject card
3. an author card
4. a cross reference card

Card 3

King of the wind

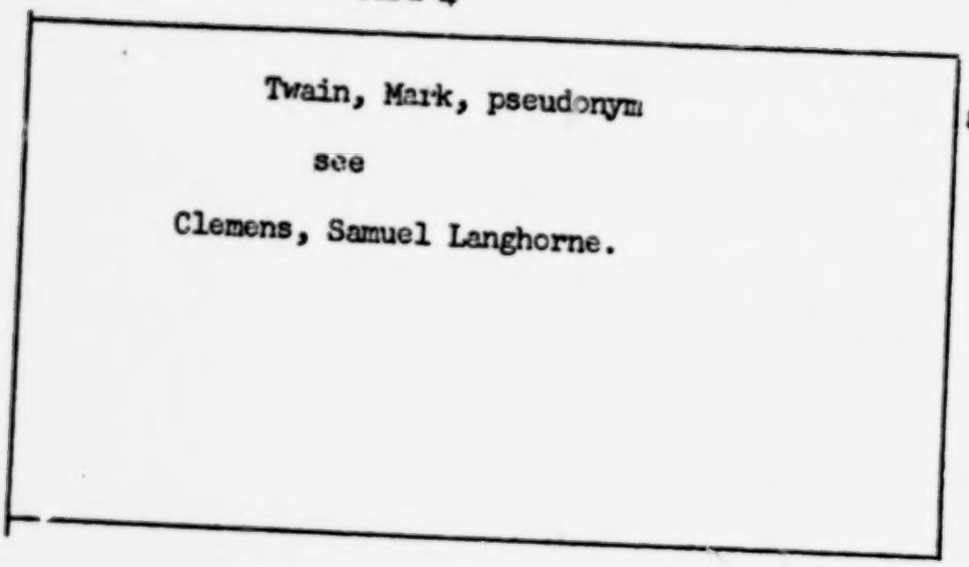
H Henry, Marguerite.
King of the wind. Illustrated by Wesley Dennis. Rand, McNally, c1948

Newbery Medal, 1949

83. Card 3 is:

1. a subject card
2. a title card
3. an author card
4. a guide card

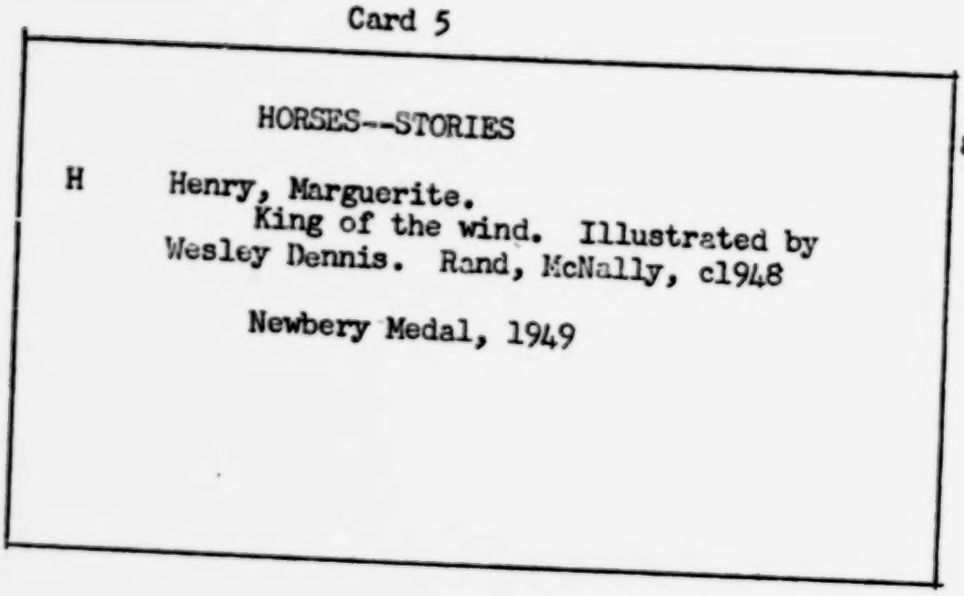
Card 4



84. Card 4 is:

1. a title card
2. a cross reference card
3. an author card
4. a subject card

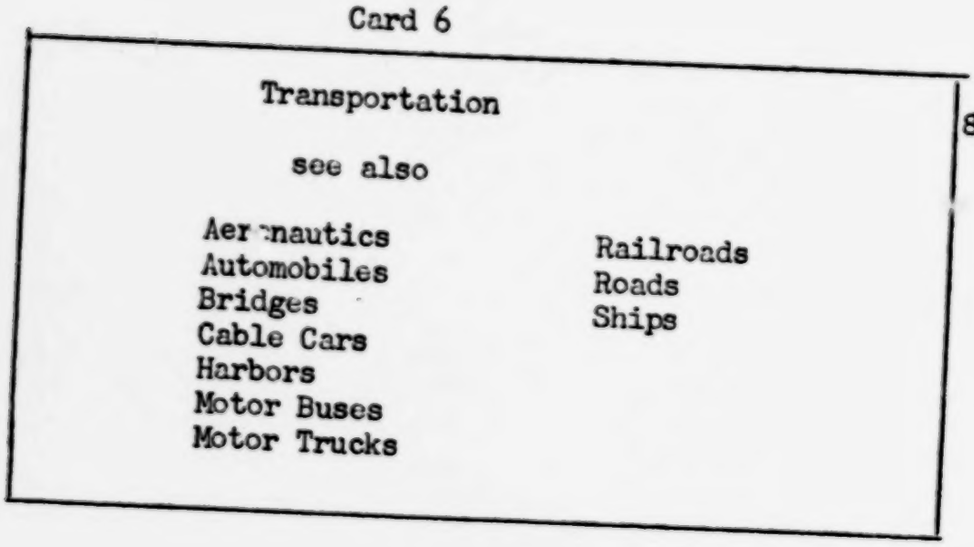
Card 5



85. Card 5 is:

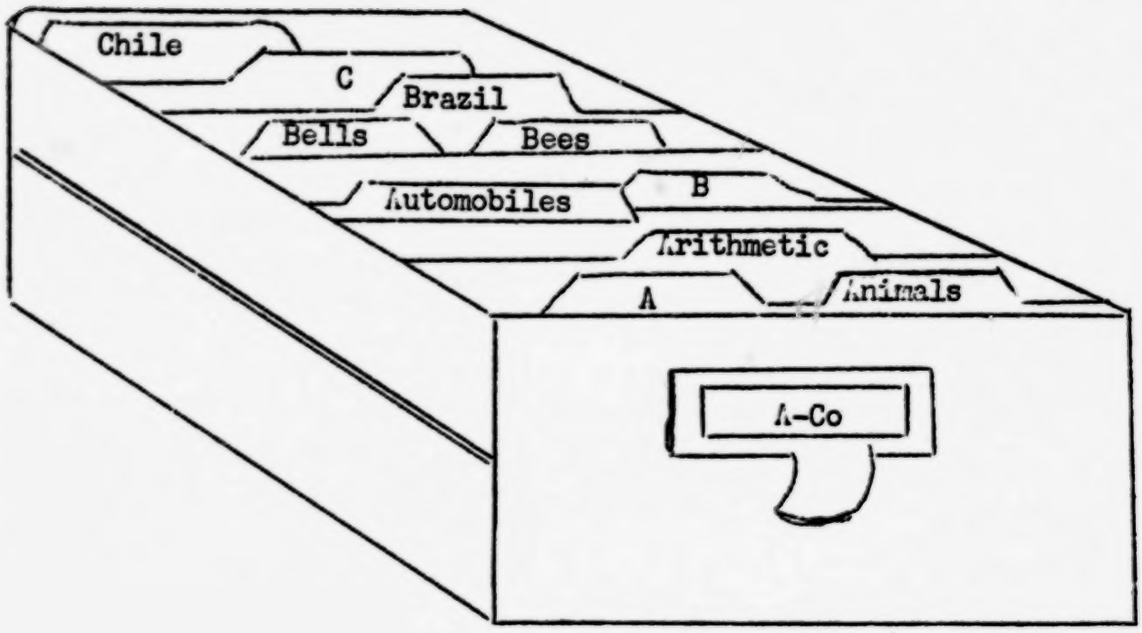
1. a subject card
2. a title card
3. a cross reference card
4. an author card

Card 6



86. Card 6 is:

1. a title card
2. an author card
3. a guide card
4. a cross reference card



Directions: Above is a diagram showing six guide cards in a catalog drawer. Choose the right guide card behind which you would find the following books:

87. Bells for A Chinese Donkey

1. CHILE
2. BEES
3. AUTOMOBILES
4. BELLS

88. A book by Ann Brown

1. BEES
2. BELLS
3. BRAZIL
4. CHILE

89. A book about banks

1. AUTOMOBILES
2. BEES
3. B
4. BELLS

90. A book by Ann Nolan Clark

1. ANIMALS
2. CHILE
3. ARITHMETIC
4. C

91. A book about balloons

1. AUTOMOBILES
2. BEES
3. BELLS
4. B

92. A Boat for Peppe

1. ANIMALS
2. BELLS
3. BEES
4. CHILE

93. A book about California

1. C
2. BEES
3. AUTOMOBILES
4. CHILE

DEWEY DECIMAL SYSTEM OF CLASSIFICATION

The Dewey Decimal System of Classification is divided into the following ten classes:

000-099....General Works	500-599....Pure Science
100-199....Philosophy, Psychology	600-699....Useful Arts, Applied Sciences
200-299....Religion, Myths	700-799....Fine Arts, Recreation
300-399....Social Sciences	800-899....Literature
400-499....Language	900-999....History, Geography, Travel, Biography

Directions: Choose the main class of the Dewey Decimal System of Classification in which you would find the following books:

94. Dictionaries

1. 900-999
2. 400-499
3. 500-599
4. 800-899

95. Books about insects

1. 300-399
2. 200-299
3. 700-799
4. 500-599

96. Books about music

1. 700-799
2. 500-599
3. 300-399
4. 900-999

97. Books about the postal service

1. 200-299
2. 800-899
3. 700-799
4. 300-399

98. Books about mythology

1. 600-699
2. 400-499
3. 500-599
4. 200-299

99. Books about airplanes

1. 600-699
2. 100-199
3. 800-899
4. 200-299

100. Books about poetry

1. 900-999
2. 300-399
3. 800-899
4. 500-599

101. Encyclopedias

1. 000-099
2. 400-499
3. 600-699
4. 500-599

102. Books about American history

1. 100-199
2. 500-599
3. 900-999
4. 600-699